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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 2 November 1960

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 39  
26 October - 2 November 1960I. SIGNIFICANT ITEMS

Nothing to report.

II. OTHER ACTIVITIES

1. Mrs. [REDACTED] has gone to New York to attend a program conducted by the American Management Association on "How to Conduct Different Types of Interviews." The program is a seminar, to be held at the Hotel Astor from 2 through 4 November 1960. The topics to be discussed are pertinent to the Intelligence Interviewing Techniques Course.

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2. Mrs. [REDACTED] section of the Intermediate Writing Workshop will not meet on Thursday, 3 November, while she is in New York. The instructor and the students have agreed to make up the missed class session on Tuesday, 15 November.

3. The OCR memo requesting [REDACTED] services in presenting the OCR Vital Materials Instruction Course has been received. In consultation with Mr. [REDACTED] it was decided that this should be considered as a component training course until there is a demonstrated need for giving it outside OCR.

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*draft of DTR's  
reply to OCR  
memo is being  
prepared.  
B.*

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